

The Libraries of the U.S. Courts for the Third Circuit
Policy on Access, Services, and Conduct

The primary mission of the libraries of the U.S. Courts for the Third Circuit is to provide a full range of research and reference services to court personnel throughout the circuit. Library visitors such as members of the bar, government attorneys, members of government agencies, and other members of the public will be provided library services within the following guidelines.

Access and Services

1. Visitors may use books, other print research materials, microforms, and staff services during posted business hours. No access will be permitted to the libraries after posted hours, on federal holidays, or when the library is otherwise closed. The libraries may close without prior notice.
2. Staff will provide reference assistance such as directional help in locating materials on the shelves, assistance in using the libraries' online catalogs, and assistance in the location and use of indexes or other research aids. No other research services are provided to visitors.
3. Books, other print research materials, and microforms are available for use within the libraries. Visitors do not have borrowing privileges and may not remove any research materials from the premises. Library materials in use by judges or other court personnel will not be recalled for use by visitors.
4. A photocopier is provided for making copies of research materials at the posted amount per page. In some libraries, equipment is available for making paper copies from microform materials at the posted amount per page. Copies must be paid for at the time they are made using the method established in each library.
5. Seeking legal advice from judges, law clerks, attorneys, or other library users is not permitted.
6. Court personnel are given priority in the use of copiers and other library equipment.
7. Computers, phones, faxes, and other office equipment are for the use of court staff only.
8. Messages will be taken for visitors if the request comes from a judge.
9. Visitors may bring their own personal electronic productivity tools such as laptops into the library and use them as long as the applications being used do not make noise.

10. Speaking on cell phones or other communications devices is not permitted, but other uses of these devices, such as instant messaging, is permitted as long as there is no noise.
11. Visitors may not bring food or beverages into the library.
12. Certain libraries or certain areas within a library may be designated “for court use only.”

Standards of Acceptable Conduct

To assure that the libraries provide an appropriate research environment, acceptable standards of conduct must be maintained. All library users must conduct themselves in a manner that allows other users to concentrate on their own research free from interruptions or distractions, harassment or abuse, or fear for their personal privacy or safety. All library users must refrain from any behavior that could result in injury to themselves or others, or that could result in damage or loss to the books, the equipment, or the building.

All library users are expected to comply with requests by the library staff to engage in acceptable conduct. Those persons who do not comply with such requests must leave the premises and may be barred permanently from returning to the library. Court security officers will assist the library staff as needed.

The standards set forth in this policy are in addition to, and do not supersede, the requirements and prohibitions applying to every person under state and federal law, including those set forth in Federal Management Regulation Chapter 102, Subpart C, Conduct on Federal Property (102-74.365 thru 102-74.455) of Title 41 of the Code of Federal Regulations.

May 31, 2006